

21 April 1980

MEMORANDUM FOR: See Distribution

SUBJECT : OSWR Production Coordination Guidelines

1. We request that all formal publications other than current intelligence articles and quick reaction products--e.g., IAs, RRs, IMs, typescript memos, articles in monthly periodicals--which originate in your office and which require OSWR coordination be handled, to the maximum extent possible, as follows:

a. Requests for coordination should be addressed to the Chief, Executive Staff, OSWR, 5F46 Hqs.

b. At least seven full working days should be allowed to affect coordination.

c. A minimum of seven copies of each draft publication be provided.

We would like to take this opportunity to encourage the practice of holding informal discussions at the analyst level early in the research/production process. Such discussions should not only result in a better product but should also make the later formal coordination process a relatively painless and productive effort.

2. The coordination of products of the type discussed above which originate in OSWR--including joint efforts involving one or more NFAC offices--will be handled by our Publications Group, a component of the Executive Staff. We will allow the same length of time--seven full working days--to affect such coordination. If you have a preference for a specific set of procedures unique to your office requirements--such as a coordination focal point, number of copies of our drafts, etc.--notify the Chief, PG/ES/SWR, located in [redacted] We will, of course, also encourage our analysts to undertake informal discussions with their counterparts in your office in order to make the formal coordination process easier.

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3. Coordination of PDB and NID items should, of course, continue in accordance with established NFAC procedures. We urge that the authors of such articles conduct informal discussions with appropriate OSWR

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components as soon as feasible in the drafting process. We will make every effort to do the same on articles originated in OSWR. The OSWR representative in OCO--currently [redacted] will continue to serve as the focal point for such activities, and his knowledge of OSWR should be drawn upon to the maximum extent.

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4. Quick reaction items, e.g., responses to queries from the NSC Staff and Congressional Committees, prepared by your offices obviously will be handled by us as expeditiously as possible. Requests for coordination on such items should be sent to Chief, OSWR Executive Staff. We would appreciate receiving multiple copies of the draft items--seven if possible--so as to facilitate our internal coordination process and help us to meet the short deadlines typically associated with them. Having such items handcarried to the OSWR Executive Staff would further assist us in the latter regard. We will, of course, do our best to observe the above guidelines in obtaining your coordination on papers prepared in OSWR. If you have a particular point of contact in your offices or other requirements for such coordination, please pass this information to us.

5. If you have questions on any of the procedures discussed above, please contact [redacted] Chief, OSWR Executive Staff. He can be reached on [redacted]

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E. WAYNE BORING

Director

Scientific and Weapons Research

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